

**DATE:** January 23, 2004

**TO:** County Emergency Management Directors

**FROM:** Ronald R Kasperski, Hazardous Materials Officer

**SUBJECT:** **Course Recruitment: Weapons of Mass Destruction - Crime Scene Management for Emergency Responders - (NT210)**

The Wisconsin Division of Emergency Management will sponsor the course entitled: **Weapons of Mass Destruction - Crime Scene Management for Emergency Responders - (NT210)** on **May 11, 2004** at Volk Field, Camp Douglas. The course will begin at **8:00 a.m.** on Tuesday, May 11<sup>th</sup>, and conclude at approximately **5:00 p.m.** The Office of Domestic Preparedness will be providing Instructors from Community Research Associates, Inc. Dress is casual.

The objective of this 8-hour course is to provide emergency responders with an understanding of the crime scene process. Responders will also learn how to assist in crime scene protection and interact with crime scene investigators. This Awareness Level course was developed by CRA to serve the needs of emergency responders previously untrained for responses to weapons of mass destruction (WMD) crime scenes

If you travel more than **50 miles** one way and do not wish to commute, **we will make reservations** for you at Volk Air Field. WI Emergency Management will pay for **lodging costs (*for those traveling 50 miles*) and meals for all participants**; however, the cost of travel, and any other incidental expenses associated with your stay are a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course rosters are finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **APRIL 11, 2004**.

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director or Sheryll Smith at (608) 242-3306.

Encl: Registration Form

cc: WEM Management Staff  
Regional Offices  
Training section  
Level A Teams  
Financial Specialist

REGISTRATION INFORMATION

**WEAPONS OF MASS DESTRUCTION – CRIME SCENE MANAGEMENT  
FOR EMERGENCY RESPONDERS – (NT210)**

**MAY 11, 2004**

**Volk Field, WI.**

*Please complete the information below and send it to your County Director by April 10, 2004. County Directors must submit this registration to their Region Office no later than April 11, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.*

*(Reproduce this sheet locally for additional people.)*

**(PLEASE PRINT CLEARLY)**

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_ AGENCY \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

**(MUST BE PROVIDED TO REGISTER)**

WORK ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ FAX #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

***State Privacy Provision***

***Authorization: Wisc Stats 166.03 and E.O. 9397.***

***Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application. Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.***

**LODGING INFORMATION**

\_\_\_\_\_ I do not need a room.

\_\_\_\_\_ I live over 50 miles, please reserve a room for me as indicated below:

**PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM**

**MONDAY, MAY 10, 2004**

**Do you require any special accommodations for a physical disability?**

**SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT: \_\_\_\_\_**

**SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT: \_\_\_\_\_**

